

REGULATION

PLANS, PROGRAMS AND PROJECTS
26 November 1954SUBMISSION OF PROJECTS TO THE
PROJECT REVIEW COMMITTEE

Rescission: Notice No. [REDACTED] dated 29 July 1953

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1. GENERAL

This Regulation provides a Project Outline, Figure 1, and prescribes procedures governing the preparation and submission of projects to the Project Review Committee for review. The standards prescribed herein shall apply to all projects submitted for consideration by the Project Review Committee.

2. SUBMISSION AND CONSIDERATION OF PROJECT OUTLINES

- a. In the transmittal memorandum submitting Project Outlines to the Project Review Committee, the Deputy Director (Plans), the Deputy Director (Administration), the Deputy Director (Intelligence), the Director of Training, the Assistant Director for Communications, or the Assistant Director for Personnel, as appropriate, shall include a statement to the effect that the availability or required support has been confirmed.
- b. Each Project Outline shall be submitted to the Recording Secretary of the Project Review Committee in original and eight copies. Project Review Committee members will handle their copies of the Outline on a need-to-know basis.
- c. Project Review Committee meetings normally are held Wednesday afternoons and copies of projects for consideration must be in the hands of the Project Review Committee members a week in advance of the meeting at which they are to be discussed. The required number of copies of the projects to be discussed must be delivered to the Recording Secretary of the Project Review Committee by noon of the preceding Wednesday. If a special Project Review Committee meeting is to be held or consideration of a project on an emergency basis is imperative, arrangements will be handled by the Recording Secretary.
- d. If, after studying the data submitted, a Project Review Committee member has questions regarding a project which are not answered to his satisfaction or which he believes should be considered by the Project Review Committee, he will so advise the Recording Secretary who, in turn, will notify the originating office which will prepare answers and present them during the oral presentation at the Project Review Committee meeting.

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- e. After Project Review Committee consideration has been completed, Project Review Committee members will return their copies to the Recording Secretary who will return them to the originating office.

3. PREPARATION OF PROJECT OUTLINE

- a. The Project Outline format shown in Figure 1 shall be used for the submission of all projects for consideration by the Project Review Committee.
- b. In using this Project Outline, all points shall be answered. "NA" (not applicable) will be used where appropriate. The explanatory matter enclosed within parentheses should not be copied. For example, the answer to 2a should consist of the word "Origin" followed by information in accordance with the parenthetical sentences which explain what information is desired.
- c. A separate summary cover sheet will be prepared for each project outline in accordance with the format shown on page 1 of Figure 1.

ALLEN W. DUMES
Director of Central Intelligence

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